



# CITY OF HOUSTON

## Job Posting

Im	Applications accepted from:	ALL PERSONS INTERESTED
Job Classification		ADMINISTRATIVE ASSISTANT
Posting Number		PN# 110823
Department		Department of Public Works & Engineering
Division		Resource Management Division
Section		Utility Customer Section
Reporting Location		4200 Leeland *
Workdays & Hours		M-F; 8:00 am-5:00 pm

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs professional administrative functions related to the development and implementation of policies and procedures in the assigned department. Interprets and implements basic rules, regulations, policies and procedures in day-to-day Department operations. Drafts correspondence, reports and other documents; proofs/edits documents for accuracy, content and format. Prepares periodic and special reports; compiles information and maintains department reference information. Conducts administrative research and long-range planning studies on special management activities. Investigates problems/potential problems by means of written and verbal communications; prepares findings and recommends solutions. Identifies and implements opportunities for streamlining and process improvement to enhance productivity within the Department and customer service to the public. Performs other duties as requested.

**WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year- for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to candidates with strong computer skills working in a Windows environment with proficiency in Excel, PowerPoint and Word. Excellent research abilities and verbal and written communication skills including experience in responding to customer complaints as well as drafting reports, policies and procedures. Ability to interact professionally with all levels of city employees, public officials and customers.

**SELECTION/SKILLS TESTS REQUIRED**      None

However, the Department may administer a skill assessment evaluation.

**SAFTY IMPACT POSITION**      ☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17	
\$992 - \$1,404 Biweekly	\$25,792- \$36,504 Annually

**OPENING DATE**                      May 31, 2006

**CLOSING DATE**                      June 13, 2006

**APPLICATION PROCEDURES**

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. For application status inquiries, please call (713) 837-0571. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Telephone Device for the Deaf (TDD) telephone number is (713) 837-9471.

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